



Department of Administration  
Purchasing Division

Tom Barrett  
Mayor

Sharon Robinson  
Director of Administration

Rhonda U. Kelsey  
City Purchasing Director

**ADDENDUM NO. # 1**

BID #14833 RB #2 – Essential and Emergency Plumbing Services  
Original Closing Date: Tuesday, January 24, 2017 @ 2:00 PM CST  
New Closing Date: Thursday, February 9, 2017 @2:00 PM CST

**NOTICE TO BIDDERS:**

On January 4, 2017, you received notice of the above subject BID.

Questions:

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1. OSBD - Page 2 of the compliance Plan Form - How can I indicate an award amount for the sub-contractor when I have no knowledge of the dollar value of the work to be performed? If I reference a percentage only is that sufficient?

**Answer: Please reference the percentage that is required.**

2. What is the reasonable time frame to complete work upon diagnosis if the job cannot be completed during the initial service call? (i.e. specific parts to be ordered, parts house closed after 5pm and before 8am)

**Answer: If work cannot be completed during the initial service call because parts need to be ordered a change order must be submitted to the Department of Neighborhood Services explaining time constraints and any additional costs associated with parts.**

3. What is the reasonable time frame to complete work upon approval by DNS? (change orders that alter the original scope of work)

**Answer: If work cannot be completed during the initial service call because parts need to be ordered a change order must be submitted to the Department of Neighborhood Services explaining time constraints and any additional costs associated with parts.**

4. Can parts receive a markup?

**Answer: Yes – Invoices need to be provided indicating the purchase cost and markup of all parts prior the Department of Neighborhood Services approving the estimate.**

5. Who pays the sales tax on parts and material? The City of Milwaukee or the vendor awarded the contract?

**Answer: Vendors are responsible for sales tax on parts and materials as the City of Milwaukee is tax exempt.**

6. What if the protocol for managing unsafe or hazardous conditions upon arrival to a job site and/or during repair? How should the City of Milwaukee and/or DNS be notified and when?

**Answer: Contact the Department of Neighborhood Services prior to doing any work if a job site is unsafe.**

7. The service response time is 1 hour. What is the method of notification for service to support reaching the goal of a 1 hour response time?

**Answer: Arrangements need to be made with the Department of Neighborhood Services if a response time will exceed one (1) hour.**

8. In the even a homeowner agrees to a response time beyond 1 hour, is that acceptable? (i.e. to provide access).

**Answer: It is acceptable to have a response time greater than one (1) hour if the homeowner has agreed.**

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- **Award Statement**

Award will be made total to the lowest responsive and responsible bidder(s) complying with the bid specifications and delivery requirements. Bidders must quote all items to be eligible for an award.

The City reserves the right to make multiple awards.

- **Estimates and Invoices**

The Department of Neighborhood services reserves the right to secure quotes from all vendors awarded a contract prior to the commencement of any required plumbing service.

- **Use of Subcontractors**

Vendors are not permitted to utilize subcontractors without the express consent of the City Purchasing Director.

**ANY ADDENDUM NOT RECEIVED BY 2:00 PM ON FEBRUARY 9, 2017 MAY RESULT IN PROPOSAL REJECTION.**

Sincerely,



Mason Lavey  
Purchasing Agent

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**This is to certify that I/we have read the above and have incorporated it in my/our BID.**

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
NAME OF  
FIRM: \_\_\_\_\_